
Refund of Discount Meal Rate (DMR) for Missed Meals

Introduction:


This section provides the procedures to refund or recoup refund of discount meal rate for missed meals. This entitlement is paid to enlisted members when assigned duties or dining facility exigencies prevent government furnished meals from being provided.

Reference:

Coast Guard Pay Manual, Chapter 3

Procedure:

Start CGHRMS, [sign-in](#) and follow these steps to pay or recoup refund of DMR for missed meals.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <div><p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p></div>

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Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

The screenshot shows a web application titled 'Entitlements'. At the top right, there is a 'View All' link and a pagination control showing '1-2 of 2'. Below the title bar, there is a table with two rows of entitlements:

Code	Description	Action	Details	Action
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-	+

At the bottom of the screen, there are several buttons: 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'. Below the buttons, there is a breadcrumb trail: [Employee Entitlement Summary](#) | [Employee Entitlement Detail](#).

Select [View All](#) in the title bar.

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Select the [Include History](#) button located at the bottom right-hand portion of the screen so that all payments of Refund of DMR for Missed Meals will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the [Correct History](#) button.


Note: The current selection will have a white background.

- You may use the [Update/Display](#) button to refund DMR for missed Meals; however, we recommend using the “Include History” mode so all payments will display.
- Use the [Include History](#) button to view all refunds of DMR for missed meals. Only new entitlements can be entered in this mode.
- Use the [Correct History](#) button to update or delete refund entries. A listing of all payments will be displayed.


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If a Refund of DMR for Missed Meals row exists in the Summary Panel...

Click the  button adjacent to Refund of DMR for Missed Meals. The Employee Entitlement Detail screen will appear. (Go to Step 7)

If a Refund of DMR for Missed Meals row doesn't exist in the Summary Panel...

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "RMM" in the look-up box   or use the magnifying glass to search for and select the "Refund of DMR for Missed Meals" earning code.

Then click the  button adjacent to "Refund of DMR for Missed Meals" to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


Follow these procedures to bypass the Employee Entitlement Summary Panel.

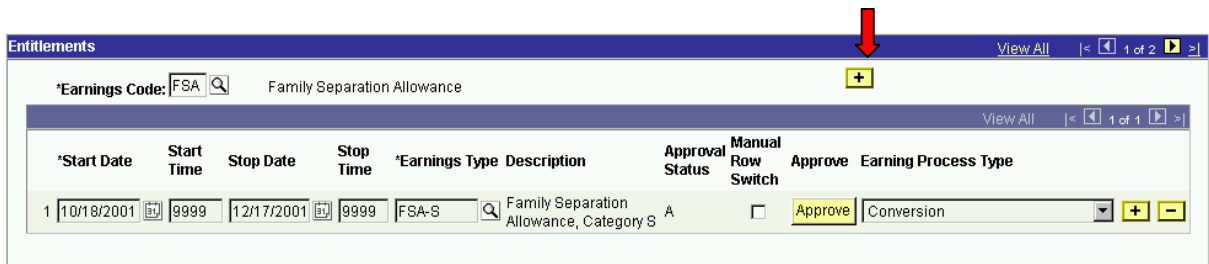
Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that all entries of Refund of DMR for Missed Meals will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

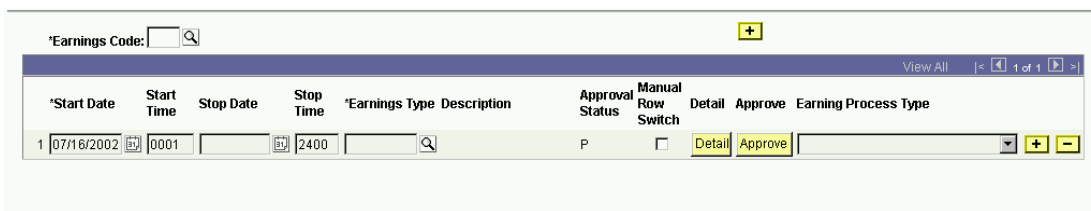
Select View All from the displayed title bar to list all entitlements.

Scroll up to find the “RMM” Earnings Code. If Refund of DMR for Missed Meals isn’t listed (after clicking View All), click the  button from any entitlement as shown below.




The screenshot shows the 'Entitlements' window. At the top, there's a search bar for 'Earnings Code' with 'FSA' entered. Below it is a table with columns: *Start Date, Start Time, Stop Date, Stop Time, *Earnings Type, Description, Approval Status, Manual Row Switch, Approve, and Earning Process Type. The first row shows data for 'Family Separation Allowance, Category S'. A red arrow points to a yellow plus button in the top right corner of the table area.

The following screen appears below the previous entitlement...



This screenshot shows the same 'Entitlements' window, but now the plus button in the top right corner of the table is highlighted with a yellow box.

Type “RMM” in the Earnings Code field or use the magnifying glass  to search and select the “Refund of DMR for Missed Meals” earnings code.

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Refunding DMR for Missed Meals (See Step 8 to recoup)

In the  mode, click the  button shown below.



The screenshot shows the 'Entitlements' window with the following data:

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
10/31/2002	2541	10/31/2002	2542	DMRRMM	DMR Refund for Missed Meals	A	<input type="checkbox"/>	Detail	



The following entry line appears...



The screenshot shows the 'Entitlements' window with two entry lines:




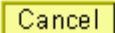
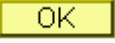

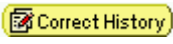



*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
10/31/2002	0000		0000			P	<input type="checkbox"/>	Detail	
10/31/2002	2541	10/31/2002	2542	DMRRMM	DMR Refund for Missed Meals	A	<input type="checkbox"/>	Detail	

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format. The start date will automatically default to the end of the month selected once the earnings type is selected.
Start Time	Pre-filled
Stop Date	Leave Blank. The stop date will automatically default to the end of the month that the entitlement is started once the earnings type is selected.
Stop Time	Pre-filled
Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

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Step 7 (Cont'd)

Field	Action
	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="511 373 1201 745"> <p>Supporting Data</p> <p>1075148 RMM 10/31/2002 DMRRMM</p> <p>Number of Breakfast: <input type="text"/></p> <p>Number of Dinners: <input type="text"/></p> <p>Number of Suppers: <input type="text"/></p> <p> </p> </div> <p>Enter 3 digits (i.e. 003) for the number of Breakfast meals missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the number of Dinners missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the number of Suppers missed during the month. Leave blank if none were missed.</p> <p>Click the  button when finished.</p>
Earnings Process Type	Not Required. Disregard this field.
	Click this button (located at the bottom left of the screen) to approve the entry.
8	<p><u>To Recoup Refund of DMR for Missed Meals (if applicable)</u></p> <p>In  mode, find the Refund of DMR for Missed Meals row to delete.</p> <p>Click on the  button located in the row to be deleted.</p> <p>Click the  button located at the bottom left of the screen.</p> <p> The total refund of DMR for missed meals entitlement will be recouped when using this feature.</p>